

20 JUN 1975

DCI/IC-75-0622

MEMORANDUM FOR: USIB Principals

SUBJECT : Annual DCI Report on the Intelligence  
Community

REFERENCE : PFIAB Memo, "Annual Reports to the PFIAB,"  
dated 8 May 1974

1. As was the case last year, in accordance with the referenced PFIAB memorandum, the DCI will submit a single integrated annual report to the PFIAB providing an overview of trends and developments in the Intelligence Community during FY 1975 and including as appendices the inputs prepared by each major element of the Intelligence Community. The annual report will be short and concise, about 20 pages in length. It will be submitted to the PFIAB about 1 October.

2. Each USIB Principal is invited to submit a separate appendix, preferably not more than ten single-spaced, letter sized pages in length. This limitation can be relaxed if a particular organization considers that it needs a somewhat longer report to present its information adequately. It is requested that each contribution include an executive summary of not more than two or three pages which highlights the content of the report.

3. It is suggested the title of each appendix be "(Title of Organisation) Appendix to the Annual DCI Report on the Intelligence Community, Fiscal Year 1975."

4. Each summation should utilize the following general outline:

I. Important Accomplishments in FY 1975

A. Performance Against Objectives

B. Performance by Function

II. Major Changes During the Year

A. Changes in Mission and Responsibilities

B. Changes in Organizational Structure

C. Changes in Management

III. Significant Problems and Issues

(Attention should be given to the identification of pertinent Community problems as well as internal problems of the reporting organization. This section affords an opportunity to highlight unresolved issues which have an impact on the effective functioning of both the Community and the reporting organization.)

IV. Future Requirements and Plans


(Organizations involved in intelligence production should give particular attention to planned improvements in the development of substantive products for intelligence consumers.)

5. It is requested that reports from the individual organizations reach my office before 1 September.

6. The Intelligence Community Staff will draft the DCI report, to which the individual agency reports will be appendices. [redacted] USAF (Ret.), is the project officer and should be contacted [redacted] for

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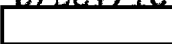
any additional guidance it is considered would be helpful. The IC Staff will also prepare an appendix to the annual report containing Community-wide budgetary and manpower information. Summary statements of the activities of the USIB, its committees, and the IRAC also will be included.

(signed) 


Samuel V. Wilson  
Lieutenant General, USA  
Deputy to the DCI for the  
Intelligence Community

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